



California Public Employees' Retirement System
PERS-HRD-88.DOT (Rev. 7/96)

Title of Position
Web Applications Systems Analyst

Division and/or Subdivision
ITSB / TSSD / WDSS

Location of Headquarters
400 Q Street, Sacramento, CA 95814

POSITION DUTY STATEMENT

PLEASE WRITE JOB #6872/PC IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678).

INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

Class Title of Position
Associate Information Systems Analyst (Specialist)

Position Number
811-1470-xxxx (1272)

Effective Date
05/01/10

Percent of
Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:

Under the general supervision of the Data Processing Manager II, perform the following functions in support of CalPERS Self Service applications

45%

Perform a variety of analytical activities for the Web Development and Support Section (WDSS). Duties include but are not limited to the following:

- Develop requirements, use cases, requirements traceability matrices and other technical documents for my|CalPERS, my|Toolbox, Automated Communication Exchange System (ACES), CalPERS Education Center (CEC), Single Sign On (SSO), and CalPERS On-Line related applications.
- Support the creation of general and detail design functional artifacts including User Interface Design, Security Matrix, and Supplemental Specifications (including Business Rule specifications).
- Participate in the analysis and technical support efforts for Web Development and Support Section Applications and interface with the customer call center to resolve issues.
- Perform as contact/liaison between business users and developers.
- Research and propose technical/functional solutions for the customer's business requirements and needs.
- Determine impact of proposed changes to the analyst technical documents.

25%

- Facilitate meetings with program unit to review/discuss business requirements.
- Facilitate other program/project team meetings, as designated.
- Track & prioritize defects and enhancements.
- Prepare weekly status reports.
- Develop and maintain deployment lists and reports.

25%

- Assist in securing resources and expertise through proper channels while assisting with the development of project/task plans and deployment schedules.
- Participate in the development of project schedules and develop project plans.
- Identify and secure technical resources to support in project objectives.
- Assist in the preparation production change control requests, service requests (ENS, ISO, etc.) in support of application deployments.
- Participate with other cross functional technical team members.

5%

- Provides and assists in production implementation support as needed for new and enhanced applications or database implementations.